



Request for Qualifications- Tree Removal Services

**San Bernardino County
Fire Department
157 West Fifth Street, 2nd Floor
San Bernardino, CA 92415-451**

August 2003

I. INTRODUCTION

A. Purpose

The County of San Bernardino Fire Department (herein called "County") is seeking to contract with interested and qualified tree removal providers who are licensed and carry required insurance coverage for tree removal services. Qualified applicants will be placed a list of contractors ("Contractors") who are willing to bid on specific tree removal projects. These services will be conducted on property located in the San Bernardino County Mountains for removal of dead, dying or diseased trees as a result of the bark beetle.

Contractors selected from the list will be required to provide a bid for the removal of trees and/or debris from specific locations. It is anticipated that the lowest cost bids will be selected and those Contractors will be required to enter into an agreement with the County ("See Attachment D").

B. Term of Contract

Contracts awarded will be on a project specific basis which may be on a per parcel basis or an aggregate of parcels. Any contracts awarded may be amended, subject to the approval of the amendment by both the County and the Contractor.

C. Definitions

Contractor - An applicant or proposer placed on a list of qualified contractors who will be given the opportunity to bid on particular tree removal projects. The lowest bidder will then be expected to enter into an agreement with the County on a project specific basis. (See "Attachment D.") The terms Contractor, Vendor and Service Provider are used interchangeably.

Fee for Service - An agreement to pay a specified price for the delivery of specific supplies or services.

Request for Qualifications (RFQ) - The document used to solicit and evaluate interested applicants and/or agencies/organizations to determine if they possess the required qualifications and experience to provide specified services. The purpose of this RFQ process is to establish a list of pre-qualified service providers. After eliminating respondents who do not meet the criteria of the RFQ, the County may issue contracts to those certified as qualified.

D. Correspondence

All correspondence, including the completed application, is to be submitted to:

Sunny Booze-Lyndes, Program Coordinator
San Bernardino County Fire Hazardous Tree Program
PO Box 130 (HT), Lake Arrowhead, CA 92352

Fax Number 909-337-7106
Email: Abooze-Lyndes-OFM@fire.sbcounty.gov

- Fax number and e-mail address may be used to submit questions only.
Applications will not be accepted by e-mail or facsimile.

E. Submission Deadline

Applications will be accepted continually through **June 30, 2004**. The “master list of qualified tree removal contractors”, however, will only be updated by County on a quarterly basis.

In order to be qualified and placed on the first master list, (tentatively scheduled to be announced on **August 26, 2003**) all applications must be received at the address listed in Section I., paragraph D. no later than **4:00 p.m. (Local Time) on August 22, 2003**.

F. Admonition to Applicants

Once this RFQ has been issued, Applicants are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFQ, except as provided in “G” below. Failure to adhere to this policy may result in disqualification of the VENDOR. All questions regarding this RFQ can be presented in writing as indicated in Section I., paragraph G.

G. Questions

Questions regarding the contents of this RFQ must be submitted in writing on or before **12:00 Noon (local Time) on August 12, 2003** and directed to the individual listed in Section I., paragraph D. All questions will be answered and copies of both the question and answer will be posted on the San Bernardino County website on **August 15, 2003**. <http://www.sbcounty.gov/rfp/rfplist.htm>

Any contact with County staff other than the individual identified may result in disqualification from the RFQ process

H. Participation by Other Departments and Governmental Agencies.

Other County Departments and other local government agencies may participate in the use of the qualified pool of contractors to be established by the County. Other local governmental agencies would enter into independent agreements with the qualified contractors.

II. MINIMUM VENDOR QUALIFICATIONS

All applicants must:

- Complete Vendor Information Coversheet, Attachment A;
- Complete, initial, and sign the Qualifications Application, Attachment B, that includes a list of the geographical areas in the County of San Bernardino that Vendor is able and willing to perform tree removal services.
- Provide a copy of all qualifying licenses (C61/ D49 or LTO A or B).

- Provide a copy of Workers' Compensation and Liability Insurance certificates as required by San Bernardino County. (See Attachment D, "Sample Agreement".)
- Complete registration to become a Vendor through San Bernardino County Purchasing website:

http://www.co.san-bernardino.ca.us/purchasing/vendor_application/vendor_app_new.htm

- Complete W-9 Request for Taxpayer Identification Number and Certificate form.
- Provide a list of equipment maintained/owned and available to you for tree removal work including license numbers and insurance policies numbers (when applicable) for each.
- Have a record of providing effective tree removal services for a **minimum of two years** and provide a minimum of 3 references.
- Have no record of unsatisfactory performance with previous or current County contracts. Contractors who are or have been seriously deficient in previous or current contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.

III. RFQ TIMELINE

Release of RFQ	August 5, 2003
Deadline for Submission of Questions	4:00 p.m. (Local Time) on August 12, 2003
Questions and Answers Posted to website	August 15, 2003
Deadline for Applications	4:00 p.m. (Local Time) on August 22, 2003
Inclusion on the County's "Master List of Qualified Tree Removal Contractors"	August 26, 2003

IV. SCOPE OF SERVICES

A. Service Description

- The objective of the RFQ for Tree Removal Services is to develop a master list of qualified tree removal contractors (that will be updated at least on a quarterly basis), request bids from the contractors that appear on such list, and enter into written agreements with the successful bidder(s) to perform tree removal services on a property specific basis.
- For every property that requires tree removal services, as determined by the County, a request for bids for tree removal services for each property will be issued by the

County to a select number of contractors that have been determined by the County, pursuant to this RFQ, to be qualified to provide (bark beetle) tree removal services and whose names appear on the County's master list of qualified tree removal contractors. The successful bidder will be required enter into a written agreement with the County (Attachment D) and cut down the trees designated by the County. In addition, the successful bidder may be required to remove the felled tree and its debris. For more specific information concerning the obligations and duties of the contractors that are awarded contracts as a result of this RFQ please see Attachment D, "Sample Agreement."

B. Geographical Areas

Tree removal services are needed in all geographical areas of the San Bernardino County Mountains. The chart below illustrates the various regions. **Applicants must indicate on the Qualifications Application the region(s) they propose to serve.**

Region	Representative Cities
Area A	Wrightwood
Area B	Crestline/Lake Gregory/San Moritz/ Valley of Enchantment
Area C	Blue Jay/ Twin Peaks/ Rim Forest/ Agua Fria
Area D	Lake Arrowhead/ Cedar Glen/ Deer Lodge Park
Area E	Running Springs/ Arrowbear/ Green Valley Lake/ Fredalba/ Smiley Park
Area F	Big Bear City/ City of Big Bear Lake/ Fawn Skin/ Sugar Loaf/Erwin Lake/ Moonridge
Area G	Forest Falls/ Angeles Oaks

C. Applicant Responsibilities

- Have the ability to comply with the RFQ delivery or performance schedule.
- Have the ability to develop and maintain professional relationships with all County-referred clients.
- Have the ability to maintain professional relationships and open communication lines with County personnel.
- Have the administrative and fiscal capability to manage the proposed services and to ensure an adequate audit trail.
- Have the ability to maintain a tracking system to ensure that the County is billed appropriately for referred properties.
- Have the ability to meet and fulfill the contract requirements, including indemnification and insurance requirements, of the County as provided in Attachment D, "Sample Agreement."

V. RFQ SUBMISSION

A. Eligible Applicants

Qualifications Applications are invited from interested tree removal providers who have a record of providing high quality professional tree removal.

B. Presentation

Contractor must submit one (1) original (marked original) and four (4) copies of the Vendor Information Coversheet (Attachment A), Qualifications Application (Attachment B), and Minimum Vendor Qualifications (Attachment C) along with all requested copies of permits, licenses, references and proof of insurance, and completed W-9 forms, etc. in a sealed envelope marked with the Proposer's name and the words "CONFIDENTIAL – Tree Removal Services RFQ - Attn: Sunny Booze-Lyndes, Program Coordinator."

VI. RFQ CONDITIONS

A. Contingencies

1. Funding for this program is contingent on availability of funds. This solicitation does not commit the County to award any contract(s). In addition, this RFQ may be terminated at any time by the Board of Supervisors of the County of San Bernardino.
2. All costs incurred in the preparation of a submittal to this RFQ are the sole responsibility of the applicant. All travel costs incurred by Contractor as a result of this RFQ or any contract awarded are the responsibility of the Contractor.
3. The County reserves the right to accept or reject any or all Qualifications Applications if it is deemed in the best interest of County to do so. The County will notify all applicants, in writing, if County rejects all Qualifications Applications.
4. The County reserves the right to issue addenda or amendments to this RFQ.

B. Level of Service

The County makes no assurance regarding any minimum or maximum number of contracts to be awarded as a result of this RFQ process. All Vendors must recognize, understand and accept that it is possible that it may receive no work even if it is found by the County to be a qualified contractor and placed on the master list of qualified tree removal contractors.

C. Acceptance of Qualifications Applications

All Qualifications Applications and supporting materials submitted become the property of the County and are subject to the "California Public Records Act."

D. Evaluation Process

All responses to this RFQ will be subject to a standard review process developed by the County and in compliance with its procurement policy.

To be considered for inclusion on the qualified list, an application must be complete. Primary consideration shall be the effectiveness of the company in the delivery of comparable or related services based on demonstrated performance and cost in order to provide high quality services as outlined in the RFQ for Tree Removal Services Qualifications Application.

E. Disputes Relating to Qualification Process and Award

In the event a dispute arises concerning the qualification process, the party wishing resolution of the dispute shall submit a request in writing to the Fire Chief, within ten- (10) days of notification of non-selection.

Grounds for an appeal is that the County failed to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. Appeals will not be accepted on any other grounds. The County will consider only those specific issues addressed in the written appeal.

The Fire Chief or designee shall consider the request and respond in writing. The decision of the Fire Chief shall be final. All disputes and/or appeals must be submitted to:

Peter Hills, Fire Chief
County of San Bernardino
Fire Department
157 West Fifth Street, 2nd Floor
San Bernardino, CA 92415-0451

F. Contract Terms

It is the County's intent that should the qualified contractor enter into an agreement with the County to provide tree removal services, the contractual relationship between the contractor and the County shall be substantially as set forth in the attached sample agreement (Attachment D). In responding to this RFQ, the contractor should carefully review the agreement to take into consideration the rights, obligations, and costs associated therewith. **Any change in the agreement which the Applicant desires, must be specified in the response to this RFQ (See Attachment B, Qualifications Application). Failure to do so will result in a waiver of any objections to language in the Agreement.**

G. Disclosure of Criminal and Civil Proceedings

The County reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. The County also reserves the right to obtain the requested

information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected vendor may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the vendor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the county. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

H. Disclosure of Former County Officials.

Vendor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former county administrative officials who terminated county employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "county administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

I. Indemnification and Insurance Requirements

As set forth in Attachment D, "Sample Agreement."

Attachment A
VENDOR INFORMATION COVERSHEET
Request for Qualifications Tree Removal Services

VENDOR'S NAME *(name of firm, entity or organization):*

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF VENDOR'S CONTACT PERSON:

MAILING ADDRESS:

Street Address: _____

City, State, Zip: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

VENDOR'S ORGANIZATIONAL STRUCTURE

___ Corporation ___ Partnership ___ Proprietorship ___ Joint Venture

___ Other (explain): _____

If Corporation, Date Incorporated: _____ State Incorporated: _____

States Registered in as foreign corporation:

VENDOR'S SERVICES OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS RFQ REQUESTS:

VENDOR'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this Qualifications Application is submitted in response to this solicitation.

SIGNED: _____

DATE: _____

Attachment B QUALIFICATIONS APPLICATION

Applicant: _____

PLEASE ANSWER ALL QUESTIONS

1. How many years has the applicant or agency/organization been providing tree removal services? _____

2. Please indicate the region(s) that the agency proposes to serve.

Region	Representative Cities	Region Served?	
Area A	Wrightwood	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area B	Crestline/ Lake Gregory/ San Moritz/ VOE	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area C	Blue Jay/ Twin Peaks/ Rim Forest/ Agua Fria	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area D	Lake Arrowhead/ Cedar Glen/ Deer Lodge Park/ Arrowhead Villas/Sky Forest	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area E	Running Springs/ Arrowbear/ Green Valley Lake/ Fredalba/ Smiley Park	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area F	Big Bear City/ City of Big Bear Lake/ Sugar Loaf/ Fawnskin/ Lake Erwin/ Moonridge	<input type="checkbox"/> yes	<input type="checkbox"/> no
Area G	Forest Falls/ /Angeles Oaks	<input type="checkbox"/> yes	<input type="checkbox"/> no

3. Is the applicant or agency or organization currently involved in any litigation in connection with any other type of tree removal services contract(s)? ☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

4. Has the applicant or agency or organization had a contract terminated prior to its original termination date during the last five years?
☐ yes ☐ no

If yes, please explain. (Attach separate sheet if needed).

5. Attach all required license information as it relates to the services requested in this RFQ.
6. Attach copies of all applicable Worker's Compensation and Liability Insurance certificates.
7. Attach a complete W-9 (Request for Taxpayer Identification Number and Certificate Form).
8. Attach three (3) references that concern tree removal services.
9. List all equipment maintained/owned and available to you for tree removal work including the license numbers and insurance policy numbers (when applicable) for each. (Attach separate sheet if needed.)
10. List all Former County Officials who are employed by or represent Vendor. (See Section VI., paragraph I. of the RFQ for more information.) (Attach separate sheet if needed.)
11. Does the applicant or agency agree to all of the terms and conditions provided in the sample agreement (Attachment D)?
☐yes ☐no

If no, please explain. (Attach separate sheet if needed.)

Attachment C
MINIMUM VENDOR QUALIFICATIONS

The following requirements must be met to be considered:

	Requirement	I meet each requirement (initial) and have attached supporting documentation, if required)
1.	Complete – Vendor Information Coversheet - Attachment A.	
2.	Complete Qualifications Application -Attachment B.	
3.	Provide copies of all applicable Worker's Compensation and Liability Insurance certificates.	
4.	Complete registration through the San Bernardino County Purchasing Website.	
5	Complete W-9 (Request for Taxpayer Identification Number and Certificate Form) and attach to application.	
6.	Provide a list of equipment maintained/owned and available to you for tree removal work including the license numbers and insurance policy numbers (when applicable) for each.'	
7.	Have a record of providing effective tree removal services for a minimum of two years and provide at least 3 references.	
8.	Have no record of unsatisfactory performance with previous or current County contracts. Contractors who are or have been seriously deficient (as determined by County) in previous or current County contract performance shall be presumed to be unable to meet this requirement.	
9	Provide copies of all required licenses to perform the services requested in this RFQ.	
10.	Provide a list of Former County Officials who are employed by or represent Vendor (if any).	

SIGNED: _____
 PRINT NAME: _____
 TITLE: _____
 DATE: _____